



California Association for Behavior Analysis

Request for Proposals Legislative Lobby Services RFP #10.2016

Event	Time (Pacific)	Date
RFP Issued		10.20.16
Questions accepted in writing – email only to info@calaba.org		Until 11.10.2016
Proposal Deadline	4:00 PM	11.17.2016

Notice of Solicitation

Notice is hereby given that California Association for Behavior Analysis (CalABA), located at 400 29th Street, Suite 518, Oakland, California is seeking RFP's for legislative lobby services.

I. Purpose of this Request for Proposals (RFP)

California Association for Behavior Analysis (CalABA) is seeking proposals from qualified organizations/individuals to provide Legislative Lobbyist Services in support of the associations mission, vision and strategic goals.

BACKGROUND:

Established in 1998, the California Association for Behavior Analysis was formed when two organizations joined together: The Northern California Association for Behavior Analysis (NCABA) and the Association for Behavior Analysis and Therapy/Southern California (ABAT/SC). The California Association for Behavior Analysis is a 501c (6) non-profit corporation whose membership includes behavior analysts,

academics, researchers, students, other interested parties and the populations they serve. The organization's mission is to advance, promote, and protect the science and practice of behavior analysis. CalABA directs its policy efforts to ensure that our membership remain viable providers of quality behavioral health care throughout the state and are participative in state and local community health delivery systems.

GENERAL INFORMATION/OBJECTIVE:

CalABA seeks to retain the services of a legislative consultant for matters in which it may need professional assistance before members of the California Legislature and staff, State of California administrative agencies, the California State Boards and Commissions, et al. The successful Contractor shall agree to be available at all times upon reasonable request to meet with CalABA Board of Directors, CalABA staff, and others as specified in order to perform the responsibilities assigned; and to attend meetings, represent the interests of CalABA, and act as liaison between CalABA and all branches, departments, and agencies of State government, legislative members and staff, at any legislative committee meeting or meetings on matters under the scope of this RFP.

Although legal opinions are not required as a part of the Contractor responsibilities, CalABA will expect the Contractor to understand the various laws and proposals and the Contractor shall be expected to have the ability to interpret legal implications.

The Contractor is also expected to monitor proposals and activities in meetings regarding state administrative and agency hearings, inclusive of related Boards and Commissions, as well as in rule challenges. This would include a review of the agendas and providing notification to CalABA as pertinent issues arise. The Contractor would also be expected to report the outcome of such meetings. Contractor should be prepared to lobby committee members prior to and at these meetings, to accomplish CalABA's desired positions. There are no pre-set number of CalABA meetings, or meetings of governmental agencies that the Contractor may be expected to attend or with which to interact. This will be mutually determined between CalABA and the Contractor following award, and/or as determined to be needed during the contract term.

Scope of Services

- Review, analyze and report on a continual basis all existing and proposed State policies, programs, and identify those legislative issues that may affect CalABA or its members, and regularly inform the CalABA contact as to these matters.
- Provide legislative expertise and consulting services.
- Review the legislative policy statements adopted by other local government lobbying groups and health related organizations and associations for the purpose of identifying issues which may either positively or negatively affect CalABA.
- Assist CalABA Board of Directors and staff in the coordination and development of CalABA's

legislative strategy.

- Monitor state legislative committee hearing and meetings prior to and during the regular and special legislative session(s) at which specific issues within CalABA's adopted legislative program are considered, as well as other that may arise that affect CalABA.
- Develop and evaluate strategy for the support, opposition, or amendment of pending legislation or sponsorship of new legislation.
- Administration of the CalABA Political Action Committee.
- Testify and lobby before the Legislature as necessary on behalf of CalABA, during the annual legislative session, extended, or special session(s) and at legislative committee meetings.
- Appear and testify before state agency hearings , rule making proceedings and other administrative agency or legislative meetings, as required, to promote, oppose, and seek passage of legislation affecting CalABA or its members, and specific legislation contained in the CalABA's legislative program.
- Upon request, coordinate appointments/meetings between CalABA Board of Directors or staff, and appropriate state officials and legislators.
- Attend and participate in organization's annual meeting of the membership.
- A written summary report shall be submitted at the end of each month detailing legislative action taken during the month, status of legislative issues, and anticipated action during the upcoming month.
- A written report that summarizes the status of CalABA's legislative priorities shall be provided within two (2) weeks of the closing of the session and a more detailed final written report on specific legislation affecting CalABA shall be provided within a reasonable time period, not to exceed thirty (30) days from the close of session.
- Provide periodic written reports during those months that the legislature is not in session, on issues of interest or concern to CalABA. Such information may include, but not necessarily be limited to, action taken at interim committee meetings, rule making hearings, status of studies underway, upcoming elections and advance notice of legislation being proposed.

RESPONSIBILITIES OF THE CONTRACTOR:

- The Contractor shall perform the scope of services, as contained in the RFP specifications. This list of services shall not be deemed to be all-inclusive, and may be changed from time to time as authorized by CalABA Board of Directors or staff.
- All correspondence shall be directed through the CalABA Executive Director, or designee.
- Contractor shall provide CalABA with a current written listing of all its clients. This list must be kept current at all times. The Contractor shall notify CalABA of any new client(s) within ten (10) days of such commitments(s). The written notice may be in the form of an email to the CalABA Executive Director, or designee.

RESPONSIBILITIES OF CalABA:

- CalABA shall designate CalABA Executive Director as the “lead” staff person to coordinate with the Contractor; however, other individuals may be designated by CalABA Executive Director from time to time.
- CalABA shall have appropriate staff available as may be required to discuss issues with the Contractor, particularly during the legislative session.
- CalABA shall use its best efforts to cooperate with the Contractor in providing the information and documentation necessary in the performance of the Legislative consulting services under this contract.

Contractual Relationship

It is an express covenant of this RFP that CalABA will be solely responsible for direct communications with its membership unless otherwise directed. Any actual or attempted communication by the Contracting Party with membership without written consent shall be a violation of this covenant and shall be cause for termination.

II. Minimum Required Information and Documentation

All RFP’s shall include at a minimum the following information/documentation:

- All proposals must be submitted as specified on the proposal pages that follow. Any attachments must be clearly identified. To be considered, the proposal must respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.

Professional Liability Insurance

- The individual or organization is to provide, at own expense, a comprehensive general liability insurance policy including professional liability, insuring against any and all claims for bodily injury or death resulting from performance and services by the employees, staff and agents.
- Upon execution of a contract, Contracting Party will name California Association for Behavior Analysis, 400 29th Street Suite 518, Oakland CA 94609, as an additional insured on his or her professional liability insurance, with minimum coverage of \$1,000,000 per occurrence and \$3,000,000 annual aggregate.

III. Proposal Structure

The proposal must follow the format and order outlined below. An RFP response that fails to follow the submission format may be excluded from further review.

Format

Proposals must be prepared simply and economically, providing a straightforward, concise description of the provider's ability to meet the requirements of the RFP. The provider shall organize the proposal in the same order as presented in the RFP and clearly label each section and subsection with the headings as they appear in the RFP. Any additional information must be referenced in the body of the response and attached to the end of the document after the required attachments. If you have responded to a requirement in another section of your proposal, please make reference to that section and do not repeat your response. A representative who is authorized to contractually bind the Contractor shall sign the proposal. The proposal must include the information requested below. Information should be complete and demonstrate that the Responder can perform professional work. Each attachment must reference the corresponding section or subsection number to which it corresponds.

a. Introduction

Prepare a brief introduction including a general demonstration of understanding of the scope and complexity of the required work.

b. Personnel

List key personnel who will be assigned to this program. Include personnel (administrative and clinical) responsible for supervision and service provision of the program. Provide resumes for the key personnel. Identify those individuals who will serve as contact persons for the management of the contract.

c. Experience

In this section, list recent work related to this proposed effort and include any examples of similar contracts.

d. Rate Proposal

Please include a detailed rate proposal for all services respondent is applying for.

e. Business Structure

Provide the following documentation:

- Client References and Successes
- Current Client List
- Provide disclosure statement citing any potential or existing conflict of interest(s) with CalABA or similar organization/individuals(s).
- Any Attachments to Proposal
- Proof of incorporation

- Updated list of current management staff and organizational structure
- Current Tax Identification Number
- Copies of applicable licenses and/or certifications

CalABA is not liable for any costs incurred by applicants for work performed in preparation of a response to this RFP

IV. EVALUATION OF PROPOSALS

The proposals will be evaluated by a committee of CalABA Board members and executive staff based upon information supplied by each Responder to this RFP and the following criteria:

- Ability to meet all minimum qualifications.
- Overall knowledge and familiarity with the needs/operations of professional trade and membership associations, disability services and behavioral health treatment.
- Experience of the firm in providing similar services to other public and private entities.
- Qualifications and experience of the lead professional.
- Qualifications and experience of the other members of the professional's firm.
- The rate structure proposed.

V. Submission

All submissions must be received by 4:00 PM on Thursday, November 17, 2016 at which time the request for proposals will end. Submission may be made via email (PREFERRED) or US Mail.

Please submit two (2) copies of the proposal to:

California Association for Behavior Analysis

Matt McAlear, Executive Director

Att: RFP #10.2016

400 29th Street, Suite 518

Oakland, Ca 94609

OR: Email

info@calaba.org

[Subject Line: RFP #10-2016](#)